



**U.S. Department of Housing and Urban Development**

Seattle Regional Office  
Seattle Federal Office Building  
Office of Public Housing  
909 First Avenue, Suite 360  
Seattle, WA 98104-1000

January 26, 2004

## **PHA CIRCULAR**

**ATTENTION: ALL PUBLIC HOUSING AGENCIES IN THE  
JURISDICTION OF WASHINGTON STATE OFFICE**

**NO. 04-02**

**SUBJECT: OCCUPANCY REPORT – FORM HUD-51234**

**APPLIES TO:  
LIPH**

***NOTE: Forms, Handbooks, Notices, and other directives issued by HUD Headquarters may be ordered by calling 1-800-767-7468, or faxing an order to (202) 708-2313.***

Report on Occupancy for Public Housing, Form HUD-51234, has been re-approved by OMB for use by public housing agencies (PHAs) with public housing. It is available in HUDCLIPS (<http://www.hudclips.org>). The form and its rules are unchanged. HUD Handbook 7465.3, Chapter 2, (in HUDCLIPS) is the reference for the form.

HUD only requires a PHA to report its public housing occupancy annually as of the middle of its fiscal year, e.g., a PHA with a fiscal year beginning January 1 would report as of June 30. There is no prohibition for the PHA to report more often. The occupancy data submitted should agree with the data on Form HUD-52728, Calculation of Occupancy Percentage for the Requested Budget Year.

**Form HUD-51234 is implemented in PIC.** It can be accessed in the Housing Authority (HA) submodule via the "Occupancy Reports" tab. To initiate a 51234 report, the PHA user enters a report date and clicks on "Create Report". Data is entered for each development, one at a time and saved. At this time, the only "Report Type" choice is "Annual Report". The PHA may use this report type for other, interim occupancy reports. PHAs must click the "Submit for Approval" button and the HUD Field Office must approve the report. Once you have submitted your data for approval you can no longer edit the report unless the Field Office rejects it.

Please send an email to your Public Housing Revitalization Specialist in the Seattle Office after you have submitted the data so we know that it needs to be reviewed.

We will review the report to see that the employee and non-dwelling units are what we have approved. We will also look for problems with particular developments, or general occupancy problems.

It is HUD's intention in the future to begin using the latest submission of the "new" Form HUD-51234 data (2003 or later) as the denominator to calculate the Form HUD-50058 reporting rate for PHAs that submitted the report. This will improve the quality of the Delinquency Report and the Resident Characteristics Reporting rates for public housing.

If you have questions about reporting, or problems entering the data, contact Suzanne Manville at 206.220.6231, or via email, [Suzanne\\_Manville@hud.gov](mailto:Suzanne_Manville@hud.gov)

Sincerely,

//signed//

Harlan Stewart  
Director  
Office Of Public Housing